Job description

**Commercial Lines Assistant Underwriter**

Hospitality Insurance company located in Southborough, MA is seeking a property and casualty Commercial Lines Assistant underwriter to join our team. You will be a great fit for this job if you have entry level commercial property and liability experience.

**Responsibilities**

* Assist underwriters with quotes, binders, and policy issuance workflows
* Review submission materials and policies, ensuring that they are complete and accurate
* Frequently interact with agents to follow up for outstanding underwriting information, process broker of record letters, and respond to endorsement requests.
* Handle and respond to agent queries in a timely fashion (emails the same day and phone calls within 24 hours)
* Maintain account files in accordance with company policy and compliance guidelines
* Assist underwriters in evaluating risks and determining if certain exposures fall within the scope of underwriting guidelines.

**Requirements**

* Strong computer skills, including Microsoft Office
* The ability to work cooperatively in teams and multitask
* Highly organized with superb attention to detail
* Strong problem solving and decision-making capabilities
* Deliver excellent customer services by responding promptly to agent queries
* Customer service-oriented with the ability to work efficiently while paying close attention to detail
* Strong communication capability with good written skills and excellent verbal skills
* Adhere to company policies and practices.
* Desire to learn about new technology and interest in commercial insurance
* P&C insurance rating experience a plus.
* **College degree required**
* Minimum of 1 year working in the Commercial Property & Casualty Industry.

**Company**

* Competitive Compensation and benefits
* 401 K program with company match
* Reimbursement for approved employee insurance education
* Casual work environment

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APPLY FOR THIS JOB - Send resumes to Shaley@hmic.com